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# DEPARTMENT OF ENVIRONMENTAL PROTECTION

## STANDARD SPECIFICATIONS FOR TIME AND MATERIALS DRILLING CONTRACTS

*The titles or headings of the sections and subsections are intended for convenience of reference and shall not be considered as having any bearing on their interpretation except those titles and headings used in conjunction with the definition of terms.*

### 2 ABBREVIATIONS & DEFINITIONS

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**ADDENDUM** – A document or information attached or added to the contract to clarify, modify or support the information contained therein. An addendum issued by the Department during the bidding process becomes part of the contract documents when the contract is awarded.

**ADVERTISEMENT** – The public announcement, as required by law, inviting bids for work to be performed or material to be furnished.

**AMENDMENT** – A change to the contract made by adding, altering or omitting a certain provision or term. An amended contract retains the legal validity of the original contract.

**AWARD** – The Department's notice to a bidder of its acceptance of the submitted bid.

**BID** – Anything that a vendor submits in response to a solicitation that constitutes an offer to the Department and includes, but is not limited to, documents submitted in response to a request for quotation, proposals submitted in response to a request for proposal, or proposals submitted in response to an expression of interest.

**BIDDER** – An individual, firm, corporation or combination thereof, acting directly or through a duly authorized representative, submitting a bid for the proposed work.

**CALENDAR DAY** – Every day shown on the calendar.

**CONSTRUCTION** – The clearing, dredging, excavating, grading of land and other activities associated with the reclamation of property once used to extract coal, oil or natural gas or operate landfills in this State.

**CONTRACT ADMINISTRATOR** – A person authorized by the Cabinet Secretary to be responsible for the management of contracts, including approval of any necessary changes that may be needed over the course of the contract. The Department will identify the contract administrator for each awarded contract. Vendors should rely only upon written notification by the Contract Administrator of changes to the scope of work or approval of change orders.

**CONTRACT PERIOD** – The period from the specified date of commencement of work to the specified date of completion of the work, both dates inclusive, as is specified in the contract.

**CONTRACTOR** – Every person, individual, firm or corporation, including a subcontractor, who agrees, by written contract, to engage in a drilling project for the Department.

**DEPARTMENT** – West Virginia Department of Environmental Protection.

**EMPLOYEE** – Any person working on behalf of the project who is under the direction of the contractor or any subcontractor.

**ENGINEER** – A person employed by the Department who is qualified to practice engineering per W. Va. Code § 30-13-1, et seq. and is authorized by the Cabinet Secretary to administer the engineering components of reclamation and construction contracts, limited by scope of duties assigned.

**EQUIPMENT** – All machinery, tools, and apparatus necessary for the proper construction and acceptable completion of the work, together with the necessary supplies for upkeep and maintenance of the same.

**ESTIMATE** – The official written itemization of the approximate calculation or judgment of the value of materials in place and work performed.

**HOLIDAYS** – An observed day of recreation when no work is done.

**ITEM** – A specifically described unit of work for which a price is provided in the contract.

**LOWEST QUALIFIED RESPONSIBLE BIDDER** – The bidder who bids the lowest price and that meets, as a minimum, all the following requirements in connection with the bidder's response to the bid solicitation. The bidder must certify that it:

- Is ready, able, and willing to timely furnish the labor and materials required to complete the contract;
- Is in the compliance with all applicable laws of the State of West Virginia; and
- Has supplied a valid solicitation response guarantee or other surety authorized or approved by the Department.

**MATERIALS** – Any apparatus, equipment, parts or supplies (as distinguished from employees) specified for use in the construction of the project. Materials testing will be addressed in the Technical Specifications.

**PRODUCT DATA** – Illustrative data, brochures, schedules, catalog cuts, charts, informative material or specifications to illustrate materials, articles, items or products for use in some portion of the work.

**PROJECT** – A planned set of interrelated tasks to be executed over a fixed period and within certain cost and other limitations. For purposes of this document, "project" means the venture undertaken pursuant to the contract.

**SAMPLES** – Physical examples that show and illustrate materials, finishes, equipment or workmanship of products proposed for use in some portion of the work.

**SEASONAL RESTRICTIONS** – Limitations imposed on the work which prohibit the Contractor from performing certain types of work during specific seasons of the year.

**SOLICITATION** – An attempt made by the Department to obtain bids or proposals for the purpose of entering into a contract, which attempts may include Requests for Quotations (RFQs), Requests for Proposals (RFPs) or other documents approved by the Department.

**SOLICITATION RESPONSE** – A written answer from a vendor to a solicitation made by the Department, usually made in the form of a bid on a contract.

**SOLICITATION RESPONSE GUARANTY** – The security furnished with a bid to guarantee that the bidder will enter into the contract if its bid is accepted. This bond is usually five percent (5%) of the total bid amount.

**SPECIFICATIONS** – A general term applied to all directions, provisions, and requirements pertaining to performance of the work.

**STATE** – The State of West Virginia.

**SUBCONTRACTOR** – A secondary contractor who contracts with the primary Contractor, not the Department, to perform some or all of the primary Contractor's obligations under the contract.

**SUPERINTENDENT** – The Contractor's authorized representative in responsible charge of the work.

**SUPPLEMENTAL SPECIFICATIONS** – Additions to and revisions of the Standard Specifications that are included in the solicitation for a specific project. Supplemental Specifications prevail over Standard Specifications when in conflict therewith.

**SURETY** – The corporation, partnership or individual (e.g. a bank, bonding company or insurance company), other than the Contractor, that is a guarantor of payment or performance if the Contractor fails to perform all of its obligations under the contract.

**VENDOR** – An individual or business that sells a product or provides a service to the Department.

**VENDOR SELF-SERVICE (VSS) PORTAL** – A computer program that allows the vendor to access data regarding the State purchasing process. In West Virginia, this feature incorporates the vendor registration function as well as the West Virginia Purchasing Bulletin, which includes commodities and services currently out for bid. The VSS portal also allows vendors to receive solicitation notifications by e-mail based on commodities and services noted at the time of registration; review awarded contracts; perform inquiries pertaining to awards; view payment status and update company contact information, including mail and e-mail addresses.

**WORK** – The furnishing of all labor, materials, equipment, and other incidentals necessary or convenient to the successful completion of the project and the carrying out of all duties and obligations imposed by the contract.

**WORKING DAYS** – Monday through Friday, but excluding Saturday, Sunday, state holidays and days that governmental offices are closed due to declaration of an emergency.

**Work Directive** – A written order, signed by the Contract Administrator, providing authorization to the Contractor to proceed with performance of the contract without further instructions or negotiation. This order shall not create new items or make revisions to item prices.

**wvOASIS** – An enterprise resource planning (ERP) system used by the State to process all financial transactions, including procurement.

### **3 VENDOR REQUIREMENTS AND CONDITIONS**

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#### **3.1 DISQUALIFICATION OF BIDDERS**

No party shall bid on projects awarded by the Department who have outstanding environmental enforcement actions pending against them for any environmental violation. Nor shall any party bid on projects awarded by the Department who have unresolved vendor complaints, unpaid liabilities outstanding with the Department or the State or who fail to meet any requirements outlined within these specifications or any supplemental specifications associated with an individual solicitation.

#### **3.2 wvOASIS REGISTRATION**

It is the Contractor's responsibility to complete any wvOASIS VSS Portal registration forms and acquire all the necessary software, hardware, and networking capabilities for the electronic bidding process. All solicitations will be issued electronically in wvOASIS and all bids must be submitted electronically in wvOASIS.

The Contractor shall receive all payments electronically via direct deposit. Prior to award of the contract, the Contractor shall be approved and registered to accept payments electronically through the West Virginia State Auditor's Office. ([www.wvsao.gov](http://www.wvsao.gov))

#### **3.3 COLLUSION AMONG BIDDERS**

In addition to the requirements stated in Section 3.1, bidders shall be disqualified if there is evidence of collusion among them.

Collusion among bidders means a situation in which companies share information illegally among themselves when offering to supply goods or services, in order to control the price. Participants in collusion will receive no recognition as bidders for any future work of the Department for a period of one year or until those participants found in collusion have been reinstated as qualified bidders, whichever is longer.

When Department personnel believe that collusion among bidders has occurred, the Department will provide written notice to the bidders. Bidders have ten days from the date

of notification to respond to the notice, providing credible evidence that no collusion exists. The Department has discretion to determine if the evidence is credible.

Prior to the award of a contract, the apparent successful bidder shall execute a sworn non-collusion affidavit in a form provided by the Department, which will be included with the Solicitation.

#### **3.4 CONTRACTUAL AGREEMENT**

Issuance of a Purchase Order signed by the Department and approved as to form by the Attorney General's office, if required, constitutes acceptance of the contract made by and between the Department and the Vendor. The Vendor's electronic signature on its bid signifies its agreement to be bound by and accept the terms and conditions contained in the contract.

#### **3.5 CONTRACT TERM**

The term of the contract shall be stated in the specifications for the solicitation.

#### **3.6 QUANTITIES**

This is an open end contract. The quantities listed in the Solicitation are approximate only, based on the Department's estimates and are prepared for comparison of bids. The Vendor understands and agrees that this contract shall cover the quantities actually ordered for delivery during the term of the contract, whether more or less than the quantities shown in the specifications for the solicitation.

#### **3.7 REQUIRED DOCUMENTS**

The Vendor shall provide to the Department all of the items identified in the specifications for the solicitation.

#### **3.8 SUBMISSION OF BIDS**

The Vendor's submission of its bid in the wvOASIS VSS Portal constitutes an offer to the Department that cannot be unilaterally withdrawn; signifies that the service and goods proposed by the Vendor meet the mandatory requirements contained in the solicitation for that service and goods, unless otherwise indicated; and signifies acceptance of the terms and conditions contained in the solicitation, unless otherwise indicated.

#### **3.9 PRICING**

The pricing set forth herein is firm for the life of the contract, unless specified by the Department elsewhere within the solicitation or contract. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization to do so from the Department in the solicitation, may result in bid disqualification.

#### **3.10 PAYMENT**

Payment in advance is prohibited under the contract. Payment may only be made after the delivery and acceptance of the service and goods called for by the contract. The Vendor shall submit invoices in arrears.

### **3.11 TAXES**

The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of the contract and the transactions contemplated thereby. The Department is exempt from federal and State taxes and will not pay or reimburse for them.

### **3.12 ADDITIONAL FEES**

The Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the Department or included in the unit price bid amount that the Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of the Vendor's bid. Requesting such fees or charges to be paid after the contract has been awarded may result in cancellation of the contract.

### **3.13 FUNDING**

The contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, the contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

### **3.14 CANCELLATION**

The Department reserves the right to cancel the contract immediately upon written notice to the Vendor if the materials or workmanship supplied do not conform to the specifications contained in the contract. The Department may also cancel any contract upon 30 days written notice to the Vendor.

### **3.15 TIME**

Time is of the essence with regard to all matters of time and performance in this contract.

## **4 CONTENTS AND ISSUANCE OF SOLICITATION**

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All solicitations will be both published on the VSS Portal Business Opportunities tab and e-mailed to Contractors or to their authorized representatives who are registered for construction and reclamation commodities in the wvOASIS VSS Portal. Vendors are responsible for assuring that they are properly registered to receive these e-mails from wvOASIS.

All documents included in the electronic solicitation, including specifications, and other documents, are considered a part of the solicitation and must not be altered.

The quantities appearing in the solicitation specifications are approximate only and are prepared for the comparison of bids. Payment to the Contractor will only be made for the work accepted or for materials furnished in accordance with the contract.

The bidder is required to examine carefully the Specifications, Supplemental Specifications, contract forms, as well as any other documents contained in the solicitation. The submission of a bid shall be considered prima facie evidence that the bidder has made such examination



and has judged for and satisfied him- or herself as to the character, quality, and quantity of work to be performed and material required to be furnished under the Contract. Failure to conduct such examination will not relieve the successful bidder of any obligation to furnish all material, equipment, and labor necessary to carry out the provisions of the contract.

#### **4.1 PREPARATION OF SOLICITATION RESPONSE**

The bidder's Solicitation Response must be submitted through the wvOASIS VSS Portal.

The bidder must furnish a unit price as called for in the solicitation, in numerical figures, for each pay item listed.

The Contractor or the Contractor's authorized agent shall use a digital signature for the Solicitation Response submission, as provided for in W. Va. Code § 39A-1-5.

The Solicitation Response shall comply with West Virginia Contractor Licensing Act, W. Va. Code § 21-11-1, et seq. The Contractor is required to have a valid contractor's license at the time of bid and throughout its work on the project.

Solicitation Responses will be considered irregular and will be rejected for any of the following reasons:

- When the Solicitation Response is on a form other than that furnished by the Department or if the Department-furnished form is altered.
- When there are unauthorized additions, conditional or alternate bids or irregularities of any kind that may tend to make the Solicitation Response incomplete, indefinite or ambiguous as to its meaning, or when there are errors or omissions in units of measure or measures.
- When the bidder adds any provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award.

The Department will not consider any Solicitation Response unless it is accompanied by a digitally signed solicitation response guaranty in the form of a solicitation bond, in the amount specified in the Solicitation, made payable to the West Virginia Department of Environmental Protection. Solicitation bonds will be accepted only if executed on the official form furnished by the Department, and the Department will reject any Solicitation Response accompanied by a bond executed on a copy, duplicate or facsimile. The bond uploaded to the VSS Portal is not considered a copy, duplicate or facsimile; however, the Department will not accept an electronic mail copy, fax copy or a copy sent to the office but not uploaded to the VSS Portal with the Solicitation Response.

The Contractor shall submit each Solicitation Response electronically, and the wvOASIS VSS Portal must receive it by the time designated in the solicitation in order to proceed with the bid opening.

Bidders may withdraw Solicitation Responses in a manner approved by the VSS Portal, so long as it does so in the VSS Portal prior to the time and date established for bid opening. It is the responsibility of the Vendor to withdraw any bid.

Solicitation Responses will be publicly available on the Department's website on a page dedicated solely to the Department's solicitations and solicitation responses, as well as on VSS.

Should the apparent successful bidder fail or refuse, for any reason, to execute and deliver its required bonds within 14 days after it received notice of the Department's acceptance of its bid, the Department may forfeit the security deposited with its bid.

#### **4.2 BIDDING QUESTIONS AND ANSWERS**

Any questions to be asked regarding solicitations issued by the Department are to be made by contacting the Department employee listed in the solicitation published on the VSS Portal.

Vendors may not contact other Department employees with questions regarding the solicitation, and doing so may result in their bids being disqualified. When questions are put to the Department, the vendor must provide valid contact information, which the Department may verify. If the Department is unable to verify the contact information, then the Department may not answer any questions associated with the invalid contact information.

Questions and answers are for informational purposes only. No questions or answers alter the terms and conditions of the advertised contract in question. The Department shall only issue official changes to the contract through an addendum to the applicable contract, which will be made available on the VSS Portal and which all bidders must acknowledge prior to bidding.

Potential bidders may ask questions of the assigned Department employee up until the time of the posted bid opening with no exceptions. However, it should be noted that bidders should ask any questions that may necessitate a change to the contract seven days prior to the posted bid opening date to allow the Department to issue an addendum to modify the contract if necessary. The Department should answer questions received three working days or more in advance of a posted bid opening. The Department may or may not answer questions received within three days of the posted time of the bid opening, as time allows.

### **5 AWARD AND EXECUTION OF THE CONTRACT**

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After the Department has opened and read the solicitation responses, it will compare them on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices. The Department will make available to the public the results of these comparisons within 24 hours of the bid opening. In the event of discrepancy between unit bid prices and extensions, the unit bid price shall govern.

The Department reserves the right either to reject any or all solicitation responses or to waive technicalities in construing the regularity of proposals submitted by vendors, provided that the technicality so waived does not change the meaning, substance or intent of the proposal, and

the proposal remains unmistakably clear as to its intent and meaning. The Department further reserves the right to advertise for new proposals if, in the judgment of the Contract Administrator, the best interests of the Department will be promoted thereby.

All installed materials and equipment shall be new, and all materials, equipment, and workmanship shall be of the kind and type specified in the contract, and, in all cases, be of good quality.

The award of the contract, if it is awarded, will be made to the lowest qualified responsible bidder within 30 calendar days after the opening of solicitation responses. The Contract Administrator may, with the agreement of the successful bidder, withhold issuing the notice to proceed for any length of time. The Department will notify the successful bidder by letter, mailed to the address shown on the solicitation response, that its bid has been accepted and that it has been awarded the contract. All solicitation response guaranties will be returned immediately following the execution of the contract.

The Department reserves the right to cancel the award of any contract at any time before the execution of the contract documents by all parties without any liability against the Department.

## **5.1 INSURANCE REQUIREMENTS**

### **5.1.1 *COMMERCIAL LIABILITY AND COMPREHENSIVE VEHICLE LIABILITY INSURANCE***

The Contractor shall maintain commercial general liability (CGL) coverage with limits not less than two hundred and fifty thousand dollars (\$250,000) for bodily injury and property damage for each occurrence and not less than two hundred and fifty thousand dollars (\$250,000) aggregate.

### **5.1.2 *WORKERS' COMPENSATION AND EMPLOYERS LIABILITY INSURANCE***

The Contractor shall also give evidence of Workers' Compensation Insurance coverage and Employers Liability Insurance coverage, with a 30-day notice of cancellation. The benefits provided under the Workers' Compensation coverage shall be benefits prescribed by State law.

The Employer's Liability policy must include coverage to protect the contractor for claims brought pursuant to the "deliberate intention" provisions of W. Va. Code § 23-4-2(d)(2).

### **5.1.3 *PROOF OF INSURANCE***

Before work commences, the Contractor shall provide to the Department certificates provided by the insurance company or companies issuing the insurance policies required by this Section. The certificates shall show the type, amount, class of operations covered, effective dates, and dates of expiration of such policies. The certifications shall provide that written notice shall be given to the Department prior to expiration, cancellation or modification of any such policy and shall contain substantially the following representation: "The insurance covered by this certificate will not be canceled or materially modified or altered, except after ten (10) days written notice has been verified as received by the Department of Environmental Protection." All certificates of insurance used to verify the policies issued must be endorsed by an agent licensed in West Virginia.

The endorsement must include the printed name, street address, city, zip code, and West Virginia license number of the agent.

#### **5.1.4 INDEMNIFICATION**

By executing the contract, the Contractor agrees to indemnify and hold harmless the Department from all liability for personal injury, including death resulting therefrom, and against all liability for property damage sustained by any person or persons, including persons employed by the Contractor or its subcontractors, which is caused in whole or in part by an act or omission, negligent or otherwise, of the Contractor, its agents, servants or employees, and to assume the defense of any action brought by such persons to recover damages and to pay all costs and expenses, including attorney's fees, incurred by the Department as a result thereof.

#### **5.2 EXECUTION OF CONTRACT**

The contract shall be executed by the bidder to whom the contract has been awarded.

Failure by the bidder to execute the contract shall be just cause for the annulment of the award.

### **6 SCOPE OF WORK**

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The intent of this open-end contract is to provide for geotechnical, surface and subsurface drilling services, and associated reclamation in furtherance of the remediation of abandoned mine lands. The Contractor shall furnish all labor, materials, equipment, tools, transportation, and supplies required to complete the work in accordance with the work directive, specifications, and terms of the contract.

Should any misunderstanding arise as to the intent or meaning of the contract, or any discrepancy appear, the decision of the Contract Administrator shall be final.

#### **6.1 FURNISHING RIGHT OF ENTRY**

The Department is responsible for securing all necessary rights of entry in advance of construction. Any exceptions will be indicated in the contract.

#### **6.2 ROUTINE AND FINAL CLEAN-UP**

The Contractor shall at all times keep the drilling site(s) free of accumulations of waste materials and rubbish caused by its operations. Periodically during the progress of the work, and also when requested to do so by the Department, the Contractor shall remove, or cause to be removed, accumulated waste materials, rubbish, and debris and leave the drilling area in good order. The Contractor shall dispose of all debris and waste resulting from work at its dump site. The Contractor shall not put or spill any materials into any drainage system that would pollute area streams or waterways. The Contractor is liable for any stream pollution caused directly or indirectly by its own employees or those of its subcontractor(s).

## **7 CONTROL OF WORK**

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### **7.1 AUTHORITY OF DEPARTMENT EMPLOYEES**

The Engineer has immediate charge of the work to be performed for each drilling project and will decide all questions that may arise as to the quantity, quality, and acceptability of materials furnished, work performed, the rate of progress of the work, and the interpretation of the work directive, any changes to the scope of work of the drilling project, and all questions as to the acceptable fulfillment of the work directive on the part of the Contractor.

The Engineer has the authority to suspend the work wholly or in part, for such periods as he or she deems necessary, due to the failure of the Contractor to correct conditions unsafe for the employees or the general public or for failure to carry out orders due to unsuitable weather, conditions considered unsuitable for the prosecution of the work, or any other condition or reason deemed to be in the public interest. The Department will direct all suspension orders to the Contractor in writing. After placing the suspension order in the hands of the superintendent or other person in charge of the project for the Contractor, the Engineer shall immediately leave the work site, and the Contractor shall cease all operations.

### **7.2 COOPERATION BY CONTRACTOR**

The Contractor shall supervise and direct the work, using its best skills and attention. The Contractor is responsible for all drilling means, methods, techniques, and procedures, for coordinating all portions of the work, and for cooperating with Department personnel.

The Contractor shall have on the work site at all times, as an agent, a competent superintendent capable of reading and thoroughly understanding the work directive and specifications and thoroughly experienced in the type of work being performed, who shall receive instructions from the Engineer or other authorized representative of the Department. The superintendent shall have full authority to execute orders or directions of the Engineer without delay and to promptly supply such materials, equipment, tools, labor, and incidentals as may be required. The Contractor shall furnish a superintendent irrespective of the amount of work subcontracted.

The Contractor is responsible to the Department for the acts and omissions of its employees and its subcontractors and their employees or agents and all other persons performing any of the work with the Contractor under the contract.

### **7.3 COOPERATION WITH UTILITIES**

The Contractor shall be solely responsible to correctly locate all existing active underground and overhead utilities at the project site and take precautions to avoid damaging them. The Contractor shall repair or replace, at its own expense, any existing utility lines it damages. The Contractor shall notify the utility companies likely to be affected well in advance and immediately before beginning any work within the project site. In the event of damage to the existing utilities or other facilities, the Contractor shall notify the affected utility owner(s) and the Engineer immediately and make, or have made, all necessary repairs and bear the expense thereof and resulting damages caused thereby.

## **8 PROTECTION OF PERSONS AND PROPERTY**

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The Contractor is responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection preventing damage, injury or loss to:

- All employees on the project and all other persons who may be affected thereby;
- All the work and all materials and equipment to be incorporated therein, whether in storage or off the site, under the care, custody or control of the Contractor or any of its subcontractors or their employees or subcontractors; and
- Other property on the site or adjacent thereto, including without limitation paving, roadways, structures, utilities, permanent property boundaries, monuments or markers not designated for removal, relocation or replacement during the course of the construction. The Contractor shall repair or replace any damage to these items at its own expense and to the satisfaction of the Department.

The Contractor shall give all notices and comply with all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.

The Contractor shall erect and maintain, as required by existing conditions and progress of the work, all reasonable and adequate safeguards for safety and protection. The Contractor shall also post danger signs and provide other warnings against hazards and dangers as required.

In case of emergency that threatens injury, loss of life or damage to property, the Contractor must act in a diligent manner, without prior instruction from the Department. The Contractor shall notify the Contract Administrator as soon as practicable after the emergency is abated. If the Contractor claims it is due compensation because of extra work caused by the emergency, it shall promptly submit such claim to the Contract Administrator, who has the discretion to determine whether and the amount such claim will be compensated.

## **9 PROSECUTION AND PROGRESS**

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### **9.1 SUBCONTRACTING THE PRIME CONTRACT**

The Contractor shall not subcontract, sell, transfer, assign or otherwise dispose of the contract or contracts or any portion thereof without written approval of the Contract Administrator prior to any of the subject work being performed. The Contractor shall not award any subcontract to a subcontractor that is under debarment with the State. All subcontracts shall be in writing and substantially conform to the prime contract. No subcontracts shall in any case release the Contractor of its liability under the contract or bonds.

As soon as practicable after the award of the contract, the Contractor shall furnish to the Department, in writing, the names of all subcontractors the Contractor proposes using on the project, including those who are to furnish materials or equipment fabricated to special

design. The Department reserves the right to disapprove any proposed subcontractor whose record of performance does not establish its experience, competence or financial ability to perform the work for which the subcontract is proposed. Nothing contained in the contract documents creates any contractual relationship between any subcontractor and the Department.

The Contractor and each subcontractor shall coordinate the work and operations and shall cooperate with and assist each other on the job for the successful execution of the work within trade jurisdictional rulings.

The Department shall issue a Work Directive that will stipulate the date on which the Department expects the Contractor to begin work, the work required, and the location of the work. The Contractor shall submit a cost estimate to the Department outlining the pay items and approximate quantities the Contractor expects will complete the work. The Department shall issue a notice to proceed for each project prior to any work being performed.

## **9.2 PROSECUTION OF THE WORK**

The Contractor shall provide sufficient resources (materials, equipment, labor, and incidentals) to guarantee the completion of the project in accordance with the specifications and within the time set forth in the work directive.

The Contractor is responsible for all damage to property of any character during the prosecution of the work resulting from any act, omission, negligence or misconduct in the Contractor's manner or method of executing the work, or at any time due to defective work or materials. The Contractor will not be released from this responsibility until the work has been completed and the Department has accepted it.

# **10 LEGAL RELATIONS AND RESPONSIBILITY TO THE PUBLIC**

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## **10.1 LAWS TO BE OBSERVED**

The Contractor shall, at all times, observe, comply with, and post as required all federal, State, and local laws, ordinances, rules, and regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority that in any manner affects those engaged or employed on the project or that in any way affect the conduct of the work. The Contractor shall protect, indemnify, defend, and hold harmless the Department from any and all claims, liabilities, and causes of action or any fines or penalties imposed on the Department by any State or federal agency because of violation of any State or federal law, rule or regulation by the Contractor or any of its subcontractors or consultants. The Department is not liable for any citations received by the Contractor.

Failure to list a specific federal, State or local law, ordinance, rule, or regulation below does not relieve the Contractor of its obligation to comply.

## **10.2 PERMITS, LICENSES, AND TAXES**

The Contractor shall procure all permits and licenses, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work. The Contractor shall provide the Department with sufficient documentation at the time of project acceptance that all applicable taxes have been paid.

## **10.3 SAFETY**

The Contractor shall comply with all aspects of the federal Occupational Safety & Health Act of 1970 (OSHA), which was adopted by the State of West Virginia via the Division of Labor's legislative rule entitled *West Virginia Occupational Safety & Health Act*, 42 C.S.R. 15. The Department is not liable for any citations received by the Contractor as a result of its failure to comply with applicable OSHA standards. Actual costs involved will be paid by the Contractor.

## **10.4 CONTRACTOR'S RESPONSIBILITY FOR DAMAGE CLAIMS**

The Contractor shall indemnify and hold harmless the Department, its officers, and employees from all suits, actions or claims of any character brought because of any injuries or damage received or sustained by any person, persons or property on account of the operations of the Contractor; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in constructing the work; or because of any act or omission, negligence or misconduct of the Contractor; or because of any claims or amounts recovered from any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the laws governing workers' compensation or any other labor law, ordinance, order or decree; and so much of the money due the Contractor under and by virtue of the contract as may be considered necessary by the Department may be retained for the use of the Department or, in case no money is due, the surety may be held until such suit(s), action(s), claim(s) for injuries or damages are settled and suitable evidence to that effect is furnished to the Department. However, the Department will not withhold money due the Contractor when the Contractor produces satisfactory evidence that it is adequately protected by commercial general liability, property damage or automobile insurance.

## **10.5 PERSONAL LIABILITY OF PUBLIC OFFICIALS**

In carrying out any of the provisions of the contract or in exercising the power or authority granted to them by or within the scope of the contract, there is no liability upon the Secretary, Division Director, Office Chief, Contract Administrator, Engineer, Inspector or their authorized representatives, either personally or as officials of the State, it being understood that in all such matters they act solely as agents and representatives of the State.

## **10.6 NO WAIVER OF LEGAL RIGHTS**

The Department is not precluded or estopped by any measurement, estimate or certificate made either before or after the completion and acceptance of the work and payment therefor from determining the true amount and character of the work performed and materials furnished by the Contractor, nor from determining that any such measurement, estimate or certificate is untrue or is incorrectly made, nor that the work or materials do not, in fact, conform to the contract.



The Department is not precluded or estopped, notwithstanding any such measurement, estimate or certificate or payment in accordance therewith from recovering from the Contractor such damages as it may sustain by reason of the Contractor's failure to comply with the terms of the contract. Neither the acceptance by the Department nor any payment for or acceptance of the whole or any part of the work, nor any extension of time, nor any possession taken by the Department shall operate as a waiver of any portion of the contract or of any rights reserved or of any right to damages.

#### **10.7 LEGAL REMEDIES**

Unless otherwise provided by law or elsewhere in the contract, all claims, counterclaims, disputes, and other matters in question between the Department and the Contractor shall be decided by a court of competent jurisdiction of the State of West Virginia, applying West Virginia law.

#### **10.8 PROTECTION OF THE ENVIRONMENT AND SITE CONDITIONS**

The Contractor is responsible for knowing and following all applicable environmental laws, rules, and regulations, specifically the provisions regarding clean water and clean air. The Contractor shall examine conditions at the site and assume responsibility as to the contours and character of the earth, rock, water, and other items that he or she may encounter during drilling and associated operations.

The Contractor may encounter groundwater at various locations within the work site, and the Contractor may be required to divert or pump the groundwater to remove it from these locations prior to performing the work. The Contractor is responsible for the operation and maintenance of any required diversion or pumping facilities during progress of the work under the contract.

The Contractor shall take any necessary steps to prevent erosion or silting problems from occurring and to minimize pollution or sedimentation of any stream. If any such problems develop, the Contractor is responsible and shall take immediate corrective action.

The Contractor is responsible for the repair or replacement, to their original condition or better, of streets or driveways (blacktop, gravel or concrete), trees, shrubs, fences or any other physical features disturbed by the work under the contract. The Contractor is also responsible for the replacement of any existing boundary or corner markers disturbed by drilling and associated activities.

### **11 DETERMINATION AND EXTENSION OF CONTRACT TIME**

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#### **11.1 CONTRACT TIME**

The contract shall be for a period of one calendar year.

**Renewal Term:** This contract may be renewed upon the mutual written consent of the Department and the Vendor with the approval of the Attorney General's Office only as to form. Any request for renewal must be submitted to the Department 30 days prior to the

expiration date of the initial contract term or appropriate renewal term. A contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this contract is limited to three successive one-year periods, provided that the multiple renewal periods do not exceed 36 months in total. Automatic renewal of this contract is prohibited.

## **11.2 DEFAULT AND TERMINATION OF CONTRACT**

If the Contractor:

- Fails to begin work as provided by the contract within the time specified in the Notice to Proceed; or
- Fails to perform the work with sufficient employees and equipment or sufficient materials to assure the prompt completion of the work; or
- Performs the work unsuitably or neglects or refuses to remove materials or to perform anew such work as may be rejected by the Engineer as unacceptable and unsuitable; or
- Discontinues the prosecution of the work; or
- Fails to resume work that has been discontinued within a reasonable time after notice by the Engineer to do so; or
- Becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency, or allows any final judgment to stand against it unsatisfied for a period of ten days; or
- Makes an assignment of the contract for the benefit of creditors; or
- For any other cause whatsoever, fails to carry out the contract terms in an acceptable manner;

then the Contract Administrator will give notice in writing to the Contractor of such delay, neglect or default and shall set forth within that notice an explanation of how the Contractor can cure the delay, neglect or default. If the Contractor, within a period of ten days after such notice, does not proceed in accordance therewith, the Department will, upon written notification from the Contract Administrator of the failure to cure, have full power and authority, without breaching the contract, to terminate the contract.

The Department may appropriate or use any or all materials and equipment on the ground as may be suitable and acceptable and may enter into an agreement with another contractor for the completion of the contract according to the terms and provisions thereof, or use such other methods as in the opinion of the Engineer, or Contract Administrator will be required for the completion of the contract in an acceptable manner.

The Department will deduct all cost charges it incurs, together with the cost of completing the work under contract, from any money due or which may become due to the Contractor. If such expense exceeds the sum that would have been payable under the contract, then the Contractor will be liable and shall pay to the Department the amount of such excess.

## **12 PAYMENTS AND COMPLETION**

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### **12.1 APPLICATIONS FOR PAYMENT**

The contractor shall complete the specified drilling and associated activities in accordance with each work directive. The contractor shall give an invoice to the Engineer, Contract Administrator or his or her designated representative upon completion of each work directive. Work directives will be issued in numerical order. The Contractor shall provide documentation for hours worked, materials used, and wages paid.

Acceptance criteria is based on the Contractor completing all work as mandated in the work directive. The Contractor shall complete those items not completed as specified before the Department will make payment.

### **12.2 PAYMENTS WITHHELD**

The Department may decline to approve an estimate or a pay application to the extent necessary to protect the Department from loss because of:

- Unsatisfactory, unrepresentative, and unverified amounts and items included in pay application;
- Encumbering or holding an interest in the work, materials or equipment so that title cannot be passed to the Department;
- Defective work not remedied;
- Unsatisfactory performance of the work by the Contractor or any subcontractors;

When the Contractor removes the grounds for withheld payments, the Department shall approve the same for payment.

### **12.3 ACCEPTANCE AND FINAL PAYMENT**

Upon notice from the Contractor that the work is complete, the Engineer shall promptly make such inspection. At this inspection, the Contractor shall submit to the Department final quantity calculations. If the Engineer finds the work acceptable pursuant to the contract documents, the Contractor shall submit a pay application to the Department for processing.

The Department's processing of payment constitutes the Department's waiver of all claims, except those arising from unsettled liens, faulty or defective work appearing after the final inspection, failure of the work to comply with the requirements of the contract documents, or the terms of any special warranties required by the contract documents.

The Contractor's acceptance of final payment constitutes the Contractor's waiver of all claims, except those previously made in writing and identified by the Contractor as unsettled at the time of the final pay application. However, no payment, final or otherwise, shall operate to release the Contractor from any obligation under the contract documents or the applicable bonds.